



Lincoln Public Art 2009 Program Guidelines

*THESE GUIDELINES WILL BE MADE AVAILABLE UPON
REQUEST TO MEET SPECIAL NEEDS*

IMPORTANT INFORMATION ABOUT YOUR ARTISTIC DOCUMENTATION:

The Indiana Arts Commission will no longer accept artistic documentation on cassettes, VHS tapes, slides, or photographs. All mailed documentation, with exception to literary pieces, musical scores, theatre and screen plays, must be submitted on a CD or DVD. All image files must be formatted at 1920x1920 pixels and saved as JPEG.

Artistic documentation can not be submitted via email. There are no exceptions.

FY2009 GUIDELINES

Contact Bobbie Garver at 317.232.1283 to begin the application process in our electronic grant system – INGA.

Application deadline
February 29, 2008 4:30 p.m. EST

Artistic Documentation Deadline
February 29, 2008 4:30 p.m. EST

Project Dates
July 1, 2008 through
June 30, 2009

Final Grant Report Deadline
July 31, 2009

Indiana Arts Commission
Attention: Bobbie Garver
150 West Market Street, Suite 618
Indianapolis, IN 46204

PROGRAM OVERVIEW

What it is

The Indiana General Assembly in 2007 appropriated funds to the Indiana Abraham Lincoln Bicentennial Commission (IALBC) for the commemoration of the 200th birthday of President Abraham Lincoln in 2009. The IALBC has determined that a public art legacy project should be created and installed in Lincoln State Park, located in Spencer County, Indiana. This Lincoln Public Art Program Grant application is intended to publicize the availability of this grant opportunity for the services described herein. This application solicits expressions of interest, ideas, and qualifications of prospective artists who wish to enter into a grant agreement for this project through the Indiana Arts Commission (IAC). The IALBC and the IAC create no obligation, expressed or implied, by issuing this application or by receipt of any submissions pursuant hereto. The award of any grant(s) as a result of this application shall be at the sole discretion of the IALBC and IAC. Neither this application nor any proposal submitted in response hereto is to be construed as a legal offer. The purpose of this application is to seek information from artists. No grant will be awarded without further discussion and negotiation with Applicants. The IALBC and IAC will not be responsible for any expenses incurred by any applicant in preparing and submitting information in response to this application.

How it works (Tentative Timeline)

- January 9, 2008 – Announcement of Lincoln Public Art Program Grant
- February 15, 2008 – Last date to contact Bobbie Garver to gain access and instructions to this one-time grant program through INGA – Indiana Grants Administration (the IAC's electronic grant system)
- February 29, 2008 – Deadline for proposals (received by 4:30 p.m. EST)
- March 10, 2008 - 1:00 p.m. EST at IAC – Committee reviews written proposals and selects two to three artists for presentations
- March 26, 2008 – 11:00 a.m. EST at Indiana Historical Bureau - Artist's presentation to Committee and IALBC
- April 2008 – Artist selected by Committee
- April 3, 2008, 10:00 PM EST – Artist approved by IALBC
- May 2008 – Artist's grant agreement signed
- July 1, 2008 through June 30, 2009 – Project completed
- July 31, 2009 – Final Report due

How to apply

Begin by calling Bobbie Garver at 317.232.1283. She will provide you with instructions on how to use INGA for this one-time program. Applicants **MUST** consult with Bobbie prior to application completion. Call Bobbie Garver at 317.232.1283 or contact her via email at bgarver@iac.in.gov.

ABOUT THE LINCOLN PUBLIC ART PROGRAM

Program description

The Lincoln Public Art Committee (Committee), formed by the IALBC and assisted by the staffs of the IAC and the Indiana Historical Bureau (IHB), seeks an artist to design and create a piece of art or an arts experience for the Lincoln State Park in southern Indiana to celebrate President Lincoln's 200th birthday. The work will be reflective of the period of Lincoln's life associated with Indiana- that of his youth between ages 7 and 21; and any and all literal or associated references to that period of his life will be based in historical accuracy. For historical information, please visit www.indianaslincoln.org.

Grant amount

Applicants may request up to \$300,000 for this one-time Lincoln Public Art Program grant. Artist fee, transportation, installation, and site preparation are all included in this \$300,000.

Application deadline and grant period

February 15, 2008 is the last date to gain access to the grant application. February 29, 2008 is the deadline for submitting this grant application. All applicants MUST have a current email address and MUST apply through Bobbie Garver (317.232.1283) for access to this one-time program in the electronic grant system, INGA. The proposed project MUST *begin* on July 1, 2008 and be completed by June 30, 2009.

Who can apply?

All artists working or residing in Indiana at the time of submission are eligible to submit an application. No more than one (1) application per applicant shall be submitted.

LINCOLN PUBLIC ART PROGRAM APPLICATION REVIEW PROCESS

The Committee has been convened by the IALBC to evaluate artists' submissions and select finalists based on preliminary submission materials. The Committee may interview those applicants and/or seek more detailed proposals or concepts. Selection criteria include: the applicant's professional qualifications; proven ability to undertake projects of a similar scope; artistic merit as evidenced by the submitted materials; ability of the artwork to withstand the environment with minimum maintenance; and demonstrated ability to work with governmental agencies in the creation of an art project. Interviews may be conducted over speakerphone or in person. The Lincoln Public Art Committee reserves the right to reject any and all applications.

Feasibility of Project Completion – panel consideration may include, but is not limited to, the following criteria:

- Goals and objectives of proposed activities are clearly explained (why proposal merits funding)
- Implementation steps are clearly explained and sufficient details are provided in the project timeline
 - Proposed artwork demonstrates ability to withstand the environment with minimal maintenance
- Proposal completion date appears to be reasonable
- Estimated expenses and budget appear to be reasonable
- Overall quality of submitted application and support materials

Quality of Artist's Work – panel consideration may include, but is not limited to, the following criteria:

- Demonstrated artistic ability
- Professional activity as evidenced by support materials and career summary
 - Demonstrated ability to undertake projects of this scope
- Artistic documentation is easy to understand and interpret

Selection action

One or more finalists will be recommended by the Committee to the IALBC: the IALBC will make the final selection of an artist, based on the recommendations of the Committee. As part of its recommendation(s), the Committee will approve art concepts and project scope and budget, thereby allowing the artist creative license within the established project plan. In addition, the Committee, working with the Division of State Parks and Reservoirs of the Department of Natural Resources (DNR) and the recommended artist/s will recommend the site within the Lincoln State Park on which the public art will be installed. However, the DNR shall have final authority as to the specific location in the park.

Following selection of an artist by the IALBC, a grant and project plan will be negotiated by the IAC and the artist(s). The Committee reserves the right to request a maquette/working model as a benchmark in the project completion.

Appeal process and reconsideration policy

The appeal process is designed to review the method and fairness of the decision concerning a grant application. Dissatisfaction with the denial of a grant is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

- The Committee used criteria other than the criteria published in the grant guidelines and/or
- Required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter (not email) to the IAC executive director stating the reasons for reconsideration based on one or both of the two points above, and evidence of the grounds for the appeal. The letter must be received in the IAC office within 30 days of notification of the grant award in question. An appeals committee, appointed by the IALBC Chairperson, will review all requests for appeal and make recommendations to the full IALBC at its next business meeting. All decisions of the IALBC are final and may not be appealed further.

Lincoln Public Art Program Guidelines

Getting started

Please read all of these guidelines before contacting Bobbie Garver to begin the application process. For assistance either by phone at 317.232.1283 or by e-mail at bgarver@iac.in.gov.

Completing an application

No later than February 15, 2008, call Bobbie Garver at 317.232.1283 to set up your access to this one-time grant application. Once Bobbie has established your application access, she will provide you with instructions for your next steps in INGA to complete specific narrative sections, upload your documentation, and complete your budget by February 29, 2008.

Successful grant application preparation

Application preparation to obtain a grant does not require specialized training or expertise. If there are questions about information contained in these guidelines, please contact the Indiana Arts Commission staff. ***However, due to the number of requests for assistance, staff will not be able to provide intensive consulting after February 15, 2008.***

- Successful applications contain clear, concisely written descriptions of the Public Art and demonstrate how the proposal meets all guidelines and evaluation criteria.
- Read the guidelines thoroughly before beginning to write the proposal. Follow the application instructions carefully and complete it as directed. Contact the IAC for clarification or with questions.
- Write the proposal with the assumption that its reader does not know about the applicant or the project. Avoid jargon or abbreviations that are not familiar to the general public. The narrative should address all questions, and should explain specifically why the project merits funding.
- Have someone not closely associated with the project read a draft of the application to see if it communicates what is intended.
- Construct the project budget based upon the artistic goals and project timeline. Estimate expenditures realistically.

Please Note: It generally takes three months from the time the correctly completed grant agreement, IRS W-9 and direct deposit authorization forms are submitted until the IAC issues the first payment.

Lincoln Public Art Program Guidelines

Selecting artistic documentation and other application documentation

In addition to the online application, all applicants are required to submit artistic/application documentation following these guidelines:

- 1) Six (6) JPEG images, formatted at 1920x1920 pixels. Submit through Work Sample Bank in INGA.
 - a. A DVD may be submitted if arrangements are made with the IAC.
- 2) Submit an electronic Word document containing:
 - a. A one-page budget showing a break down in project expenses, totaling no more than \$300,000. Include artist fee, transportation, installation, site preparation, and any other relevant expense categories.
 - b. A professional résumé --two pages maximum
 - c. Four references -- include contact name, affiliation, and phone numbers

All pages must be numbered, double-spaced, and no smaller than 11-point type.

Applicants are strongly encouraged to talk with IAC staff if there are any questions regarding the artistic documentation.

Receipt notification of grant applications

INGA will notify you electronically when your completed Lincoln Public Art Program Application has been received.

APPLICATION CHECKLIST



Applicants must provide complete information on all forms, and supporting materials (as requested) to allow for a uniform review. Use this checklist to ensure all of the information requested is submitted, correctly labeled, and organized. **Ineligible applications will not be reviewed.**

Step 1:

Contact Bobbie Garver at 317.232.1283 to start the Application process. Bobbie will instruct you on the next steps to complete the modified application in INGA.

Step 2:

Prepare the artistic documentation. Upload the correct artistic documentation (see page 6 of these guidelines).

Step 3:

After you have completed your portion of the INGA Application as directed, contact Bobbie Garver at 317.232.1283 to complete the application submission. You will receive an email from INGA notifying you of the final submission.

IMPORTANT THINGS TO REMEMBER:

- ALL applications and documentation **MUST** be submitted through the electronic grant system, INGA.
- Submit only the information requested. Including additional material will not enhance the applicant's chances of being funded and the application will not be reviewed.
- Retain a copy of the completed application for record keeping purposes and final grant reporting.

WHAT HAPPENS AFTER A GRANT IS AWARDED?

Notification of the grant award

All applicants will be notified of grant decisions after the IALBC meets and approves the grants (May 2008). Grantee will electronically receive an award letter, grant agreement, IRS W-9 form, Direct Deposit form and other pertinent materials which will need to be completed, signed, and returned to the IAC office before the grantee's first payment can be processed.

Acknowledgment and credit of public funding

All grantee **MUST** credit the 2007 Indiana General Assembly, the Indiana Abraham Lincoln Bicentennial Commission, Indiana Department of Natural Resources, and the Indiana Arts Commission for their support in ALL publicity and printed materials related to the funded project. Logos and credit lines must be included in a prominent location and type size. Logos will be provided upon request. The credit line for activities receiving funding should read: "Provided with support from the 2007 Indiana General Assembly, the Indiana Abraham Lincoln Bicentennial Commission, the Indiana Department of Natural Resources, and the Indiana Arts Commission."

In addition, grantee is required to write at least two letters to their local legislators, and thank them for making the funds available through the 2007 Indiana General Assembly, the Indiana Abraham Lincoln Bicentennial Commission, the Indiana Department of Natural Resources, and the Indiana Arts Commission. The letter should raise the legislator's awareness of the project that was funded in their community; the grantee must submit a copy of both letters to the Indiana Arts Commission and mail the original letters to the legislator. If a grantee has questions on their letter, they can contact the Indiana Arts Commission for assistance.

Grant Agreement

The grant agreement is the official contract with the Indiana Arts Commission. Read this document carefully as each grantee will be responsible for meeting all the terms and conditions it contains. Sign and return the grant agreement, IRS W-9 form, the Direct Deposit form, and copies of the letters sent to your local legislator, to the IAC office immediately.

Following standard procedure, the signed grant agreement will be reviewed by three other state agencies – the Department of Administration, the Budget Agency, and the Attorney General’s office. When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to the grantee. The original is kept on file at the Indiana Arts Commission. The IAC will not recognize any contractual obligation to an individual without a fully executed copy of the grant agreement on file.

Artistic Documentation

IAC grant recipients understand and agree that the IALBC and the IAC may use artistic documentation submitted by the artist to promote the artist’s grant award through agency publications, promotional activities, and websites. The usage may include brochures, annual reports, television promotions, etc.

Contract Clearance Statement

The IAC is required to certify that grantee is in good standing with the Indiana Department of Revenue prior to signing a grant agreement. For individuals, applicant names and Social Security numbers will be checked using the approved State of Indiana system once grant awards have been determined but before grant agreements are mailed. If an applicant is determined to be in poor standing with the above named agency, they will receive notice from the IAC and must contact the agency to resolve any issues. The Help line phone number is Department of Revenue 1-800-891-6499. The IAC will not be able to confirm the nature of the issue as it is proprietary information between the appropriate state agency and the individual. Once any issues are resolved, the applicant must contact the IAC to resume the contract process. According to Indiana State Law 522.16.4, potential grantee must be in good standing with the State of Indiana’s Department of Revenue (DOR), the Indiana Secretary of State, and the Indiana Department of Administration (IDOA) before receiving a contract and/or grant monies. The Indiana Arts Commission must comply with Indiana State Law by conducting clearance checks at various phases of the contract process. All IAC grants are approved contingent upon the grantee’s clearance.

IRS W-9 form

Grantee must fill out this form to provide the State of Indiana with a social security number. The completed form must be signed by the grantee then returned to the Indiana Arts Commission.

Direct Deposit Form

On July 1, 2005, Indiana Code 4-13-2-14.8 went into effect. The new law states every person or entity that has a contract with the State (in this case the IAC) "shall authorize in writing the direct deposit by electronic funds transfer of all payments by the state (the IAC) to the vendor (grantee)."

“Direct deposit of grant checks saves the State of Indiana and the Indiana Arts Commission the cost of mailing paper checks and is more efficient for the IAC grant recipients.” **The IAC cannot process grant payments without a copy of this form.**

Letter to local legislator

In addition, grantee is required to write at least two letters to their local legislators, and thank them for making the funds available through the 2007 Indiana General Assembly, the Indiana Abraham Lincoln Bicentennial Commission, the Indiana Department of Natural Resources, and the Indiana Arts Commission. The letter should raise the legislator’s awareness of the project that was funded in their community; the grantee must submit a copy of both letters to the Indiana Arts Commission and mail the original letters to the legislator. If a grantee has questions on their letter, they can contact the Indiana Arts Commission for assistance.

First grant payment

The first grant payment will be for 75 percent of the total award. Funds will be transferred to the grantee's bank account after the grant agreement has been approved by all three State agencies. **Please Note:** In general, it takes three months from the time the correctly completed forms (grant agreement, W-9 and direct deposit) are submitted until the recipient receives the first payment.

Project Changes

During the grant period, grantee must notify the IAC of any major changes that may affect the funded project via the Project Modification form **PRIOR TO MAKING A CHANGE TO THE PROJECT**. This form can be obtained online.

A major change is a budget variance of 10 percent or more in any line item, or 10 percent overall, or any changes from your original proposal regarding personnel, project dates (timeline), or scope of activities, etc. IAC staff will review the changes before giving written approval. Changes that significantly alter the scope or intention of the project will not be approved. Grantee may be required to return all or a portion of the grant money to the IAC if this procedure is not followed.

Final Grant Report

Grantee must submit a completed final grant report and a copy of the letter that was sent to the legislator July 31, 2009. The final report format will be provided by Bobbie Garver by May 2009.

Second grant payment

The second and final grant payment will be for 25 percent of the total award. Funds will be transferred to the grantee's bank account after the final grant report has been submitted, reviewed, and approved by the IALBC and copies of aforementioned legislator thank you letters have been received.

Records retention

Grantee must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the IAC for a period of no fewer than three years.

Tax responsibility

Each Indiana Arts Commission grant recipient is responsible for any and all tax obligations under federal, state, and local laws. Consult a tax accountant or local Internal Revenue Service office. Project budget cannot use grant to pay for taxes. Form E-1 must be completed by all grant recipients and submitted to the State Board of Accounts within 30 days of completion of the project. Download the Form E-1 here: <http://www.in.gov/sboa/assistance/profit/>.

CONDITIONS AND REQUIREMENTS

Civil Rights

The Indiana Arts Commission complies with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age. ***The signed Individual Artist Program application form and signed Grant Agreement indicate that the individual artist understands and is in compliance with these laws:***

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).

Lincoln Public Art Program Guidelines

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such impairment, or (c) is regarded as having such an impairment."

Americans with Disabilities Act of 1990 provides for nondiscrimination in public accommodation on the basis of disability.

Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.

The Age Discrimination Act of 1975 provides for nondiscrimination in federally assisted programs on the basis of age.

Drug-free workplace

The Drug-Free Workplace Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

Fair Labor Standards

Applications must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project that is financed in whole or in part under this grant will be performed or engaged under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

Disclosure

All information provided on this application is disclosable under the Access to Public Records Act, IC 5-14-3.

For Further Information

All questions regarding the IALBC and this program are to be submitted by e-mail or letter to Bobbie Garver, Indiana Arts Commission, 150 West Market Street, Suite 618, Indianapolis, IN 46204; 317.232.1283; bgarver@iac.in.gov no later than 4:30 p.m. EST (Indianapolis time) on February 15, 2008. Depending upon the content and scope of the question, responses to questions will be promptly prepared and provided to each applicant that has shown an interest in the project.

Other than the contact information provided above, inquiries are not to be directed to any IALBC commissioner or any staff member of the IAC, IHB, or other state-related employee unless directed to do so by Bobbie Garver. Such action may disqualify the Applicant from further consideration of a contract pursuant to this application. Applicants may not rely upon verbal responses to any inquiry.